



Request for Partner-Site Applications AmeriCorps Farm To School Program 2016 – 2017 Applications

Intent to apply request (extension): April 9, 2016
Application submission deadline (extension): April 19, 2016
Target date for grant award notification: May 20, 2016



Seeking New Partners: The AmeriCorps Farm to School Program is accepting applications for new partner sites across Wisconsin for the 2016-2017 grant year. Through a partnership with the WI Department of Agriculture, Trade & Consumer Protection (DATCP) and Serve Wisconsin, we are able to offer the AmeriCorps Farm to School program to communities around Wisconsin. In the past year, this program has worked with 16 host sites throughout the state and has served over 15,000 WI students.

What is AmeriCorps?

AmeriCorps is a national service program that engages over 80,000 Members in service each year to solve pressing national problems through direct service and by mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits while having a lasting impact on their community.

What is AmeriCorps Farm to School?

The AmeriCorps – Farm to School Program provides an innovative approach to building healthy communities by:

- Improving child nutrition through the implementation of educational farm to school activities for students and families. These activities encourage healthy eating choices within an educational setting.
- Developing strong communities by creating future community leaders and connecting schools with local farmers and food businesses

Program Outline:

With the support of their host site, AmeriCorps members will serve to meet the following program progress measures:

- Introduce at least 10 new local foods into schools through tastings or direct procurement
- Connect at least 4 farmers to schools and develop at least one sustained connection
- Establish or maintain at least 1 school garden
- Participate in or plan at least 3 community events; and
- Deliver nutrition and garden education to Wisconsin students.
- Participate in trainings, required program reporting and data collection, and National Days of Service.

Each partner host site will be eligible to apply for at least, two half-time AmeriCorps members with the titles Nutrition Educator (NE) and Community Outreach (CO) member. Host sites may apply for consideration of alternative member configurations. For example, host sites may request to combine each half-time position into one full-time position or to apply for two half-time Nutrition Education positions. Each community is unique, however host sites should *only* apply for a different member configuration based on justified needs specific to their communities and schools. Requests for modifications in member configurations will be evaluated on a case-by-case basis. If your site is

awarded a full-time slot, the potential members must show that they possess the skills necessary to perform both service duties before being accepted into the program.

The program will offer each host-site:

1) A half-time Community Outreach member who will serve as the main liaison between the F2S program and the community. They will work with their host site supervisor to create an action plan which lays out the steps necessary to procure local foods, mobilize and track volunteers, plan special events, and develop/participate in a Farm to School Task Force. Members will coordinate with the food service directors and network with farmers to identify opportunities for procuring local foods into schools, through snacks or actual menu items. They will also be responsible for recruiting, training, and tracking volunteers whose volunteerism will enhance and increase the capacity of the AC F2S program. They will establish or participate in a F2S “Task Force” consisting of volunteers from the community and/or school system. This task force will meet monthly to assist with developing and carrying out farm to school activities. Last of all, they will coordinate with the Supervisor and Nutrition Educator to plan and/or participate in at least 3 special community events.

2) A half-time Nutrition Education member who will focus on building relationships with students, teachers, and school administrators. They will serve in a direct capacity teaching nutrition education in schools or community classrooms with all ages of students. Nutrition Education members will be trained to use the Wisconsin Nutrition Education Standards as a guide to prepare their lesson plans. They will implement the aligned curricula, *Nutritious, Delicious Wisconsin, Linking People, Land and Food*, and/or *Got Veggies?*, which aims to teach students about healthy eating choices. Nutrition Educators will also be responsible for assisting the Community Outreach members in creating and maintain school gardens while working with teachers to incorporate garden activities into current classroom curriculum.

3) A Program Manager, housed at DATCP, to oversee the state-wide program and members, training and payroll activities, provide access to technical assistance, professional development opportunities for AmeriCorps members, provide additional grant cash and in-kind matching, and provide other program resources as available.

Partner Site Requirements

In order to be considered for the AmeriCorps – Farm to School Program, sites must commit to the following responsibilities:

- Assist with the recruitment and hiring of members for your site.
- Identify a qualified onsite supervisor who will meet at least bi-weekly with each AmeriCorps member to help track program progress and provide assistance and advice. The Supervisor will also be responsible for all required reporting and participation in an annual supervisor training in order to understand the AmeriCorps rules and regulations.
- Provide host site orientation, workspace, basic office supplies, business cards, and access to phone, computer and internet.
- Assist with the creation and/or facilitate participation in a farm to school task force made up of local community members to assist with activities planning, and develop routes of sustainability for your local farm to school program. Task force participants could include teachers, professors, local food organizations, WI Physical, Activity & Nutrition counselors, PTO/PTA organizations, UW

- Extension agents, local government, chambers of commerce, civic organizations, interested citizens and parents, school boards and farmers.
- Contribute \$6,000 per full-time member and \$2,500 per half-time member in non-federal match funds. These funds will be used as cash match for operating costs of the program.
 - Obtain evaluation forms from students, teachers and staff about the program. This includes a pre and post student attitudinal surveys and teacher and food service personnel surveys. Evaluations are a required part of the AmeriCorps grant to measure program impact and success.

Sites that can provide the following additional support will receive higher levels of consideration:

- Show strong need for program services in the schools and community
- Show strong partnerships with schools, community, and local farmers
- Show strong community and/or school desire for impacting change in the goal areas
- Show strong history of management skills for host site supervisor
- Show dedication of organization and supervisor to childhood nutrition and local agricultural development
- Outline other non-cash grant match (staff time, office supplies, office space, Member business cards)

Application Instructions and Requirements:

In order to be considered for this opportunity, please fill out and return the attached notice of intent to apply by **5:00 pm April 9, 2016** and the completed request for partnership application, as well as any supporting documents by **5:00 pm on April 19, 2016**. Match funds are not required until after the program is awarded.

Applications will be considered based on the applicant's ability to:

- Show community need for the AmeriCorps Farm to School program
- Provide a reasonable plan to facilitate the implementation of Farm to School activities in their communities
- Capacity to provide high quality support for AmeriCorps members
- Capacity to participate in AmeriCorps Farm to School training and reporting requirements
- Capacity to provide cash and in-kind match

Timeline:

04/09/2016– Notice of Intent to Apply Due

04/19/2016– Request for Partner Site Form Deadline

05/20/2016– Anticipated Award notification; contingent on funding from CNCS

08/15/2016-- Program Implementation

In order for your application submission to qualify Intent to Apply and a complete application must be received by the deadlines through email or fax. Please completely fill out each form. Any questions can be directed to Dominique Bradley, Program Manager.

All questions and application submissions go to:

Dominique Bradley, ACF2S Program Manager

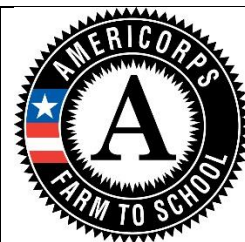
WI Department of Agriculture, Trade & Consumer Protections.

Phone: 608-224-5017; Fax: (608) 224-5111

Email: Dominique.Bradley@wisconsin.gov.



Notice of Intent to Apply*
AmeriCorps Farm To School Program
(Extension) Due on April 9, 2016
Send to: Dominique.Bradley@wisconsin.gov



Statute 93.49; WI. Stat

Date: Date

Primary Contact Information:

First Name: Primary contact first name. **Last Name:** Primary contact last name.

Title: Primary contact title.

Phone Number: Primary contact phone number including area code.

Email: Primary contact e-mail address..

Host Site Information:

Organization: Click here to enter organization name.

Street Address: Click here to enter organization street address.

State, Zip Code: Organization state and zip code.



Request for Partnership Form
AmeriCorps Farm To School Program
Applications must be received by 5:00 p.m April 19, 2016.
Please email or fax completed applications to:
Dominique.Bradley@wisconsin.gov
Fax: (608) 224-4737



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Document requirements:

- Complete applications can be submitted in either Word or PDF to the email address or fax above
- You may e-sign your application by typing in the first and last name of the submitter
- Application narratives can be a maximum of 8 pages. Please use font no smaller than 11 pt.
- Though not required, letters of support or partnership will be accepted

Host Site Agreement:

As a potential partner site organizer, my organization, school or school system and I commit to all of the below requirements.

First & last name of authorizer	Organization & authorizer title
Printed Name of Authorizer	Organization, Authorizer Title
May use electronic signature	Date
Signature	Date
Organization street address.	State & zip code.
Organization Street Address	State, Zip Code
Authorizer phone number.	Authorizer e-mail address.
Authorizer Phone Number	Authorizer Email

Partner Site Requirements: *Please check below to indicate your agreement to meet the following match requirements.*

My organization agrees to:

- ☐ Assist with the recruitment and hiring of members for your site.
- ☐ Identify a qualified onsite supervisor who will: consent to a background check per Serve WI regulations, meet at least bi- weekly with each AmeriCorps member and help accomplish the goals of the local project; sign and verify AmeriCorps hours in OnCorps in a timely manner; and participate in annual supervisor training
- ☐ Provide for members a host site orientation and, at minimum, a workspace with basic office supplies and access to phone, computer, business cards, and internet.
- ☐ Make every attempt to meet the program goals within the service year
- ☐ Contribute non-federal cash match of \$6,000 per full-time member and \$2,500 per half-time member.
- ☐ Obtain evaluation forms from students, teachers and staff about the program. This includes: pre and post student attitudinal surveys, and teacher, administrator/ or food service personnel surveys.

Evaluations are a required part of the AmeriCorps grant program.

Host Site AmeriCorps Member Request:

Please indicate how many AmeriCorps Members you would like to request for the 2016-2017 grant cycle? Please also indicate if you are requesting a different position configuration than the standard CO/NE configuration.

Your justification for modification, as well as the complete application will be considered in the application evaluation process. Acceptance or rejection of modifications will be announced with awarded partnership applications.

Number of:

Half-Time [Click here to enter text.](#)

Full-Time [Click here to enter text.](#)

If applicable- Modified member configuration justification:

[Click here to enter text.](#)

Application Narrative Questions: *Please limit your narrative response to 8 pages (not including attachments).*

1. Identify your organization and your position in the organization. Please provide a narrative outline of how you will engage members in service, develop and/or promote farm to school in your community, and how you plan to meet the program progress measures outlined in page 2 of the application instructions. Also, please describe any previous organizational involvement or commitment to farm to school programing.
[Click here to enter text.](#)

2. Provide information that demonstrates the need for an AmeriCorps Farm to School Program in your community. Please include the number of schools and students that will potentially benefit from continued partnership. (If possible, please provide obesity rates, free and reduced lunch rates, and community demographics that show need for programing.)
[Click here to enter text.](#)

3. Explain how your organization will leverage or build relationships with community members, farmers, teachers, school administration, and food service staff to carry out and promote farm to school activities in your community.
[Click here to enter text.](#)

4. Describe how you will support the AmeriCorps members serving your site? In your narrative, please describe the managerial qualifications of your site supervisor and their commitment to support the work of the AmeriCorps Farm to School members. Include briefly in your description what other resources you will make available to your member such as professional development opportunities or tangible program resources not listed.
[Click here to enter text.](#)

Thank you for your application. We will notify all applicants of our final selection by May 20th, 2016.

*Personally identifiable information you provide may be used for purposes other than that for which it was collected.
(s. 15.04 (1) (m), Wis. Stats.)*